



Work Experience

PROGRAM DESCRIPTION

Work Experience is intended to assist participating employers with temporary work needs, while giving trainees hands-on experience in a career setting. The Department of Workforce Services (DWS) administers employment internship opportunities in partnership with employers. We will develop a training outline based on your needs and the needs of the trainee. As an employer, you will be responsible for helping the trainee upgrade his/her skills, or explore career options according to the agreed upon training outline.

PROGRAM OBJECTIVE:

Work Experience is intended to give trainees an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment.

BENEFITS TO PARTICIPATING EMPLOYERS:

- You will have the opportunity to train potential employees exactly to your specifications.
- DWS will provide medical Workers Compensation coverage to trainees injured while participating at your worksite.
- You are encouraged to evaluate the arrangement at the end of the training experience to determine whether a more permanent placement at your business place is appropriate.

EMPLOYER REQUIREMENTS:

- To be an eligible employer, you must have a physical location in Utah, have at least one employee and be current in payment of Unemployment Insurance/Contribution taxes to the State of Utah. You must provide your IRS Employer Identification Number and comply with all applicable federal, state and local laws, rules, and regulations.
- Training this trainee will cause no displacement, infringement on promotional opportunities, or other adverse effect on currently employed workers. The trainee cannot replace a worker currently on layoff or furlough status.

JOB SEEKER REQUIREMENTS:

- The eligibility of the trainee is determined by DWS according to state and federal law. Trainees may include unemployed, under employed or employed workers who need to upgrade their skills, and workers entering the workforce for the first time.

NEXT STEPS TO PARTICIPATE:

- Participating employers must sign an agreement with DWS before accepting trainees from DWS.
- For additional information and to sign a contract to participate, please contact the nearest DWS Employment Center. Locations are available at <http://jobs.utah.gov/regions/ec.html>



Department of Workforce Services

140 East 300 South Salt Lake City, Utah 84111 1-888-920-WORK jobs.utah.gov

Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals with disabilities. Call (801) 526-9240. Individuals with speech and/or hearing impairments may call the state relay by dialing 711. Spanish Relay Utah: 1-888-346-3162.